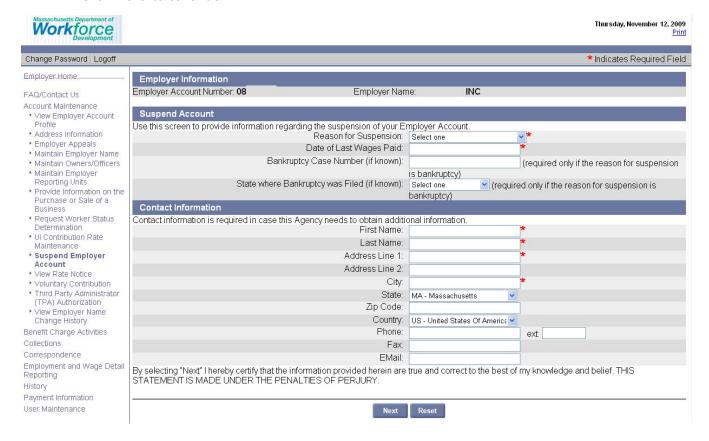
SUSPEND EMPLOYER ACCOUNT

Introduction

This section of the document will explain how an authorized user can request for an employer account suspension. The employer account suspension can occur with or without DUA approval/intervention. If the reason for your request is permanent closure of business and if your account meets certain criteria, the system will suspend the account immediately. In other cases, the request must be reviewed by authorized DUA staff to approve or deny the suspension.

Step-by-Step Instructions:

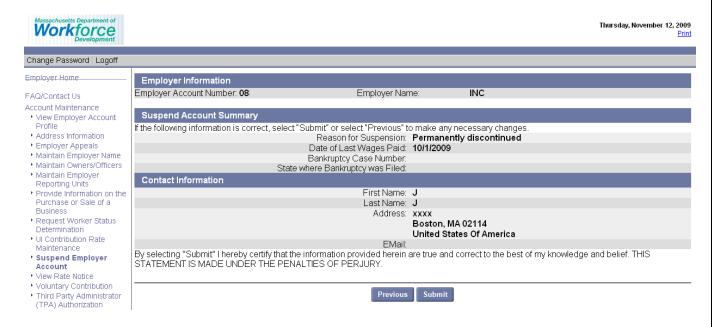
- 1. Navigate to the account maintenance home page using the instructions provided in the section 'Navigating to Account Maintenance'.
- 2. Click on the 'Suspend Employer Account' link from the list of available maintenance functions. The screen shown below will appear. Enter the reason for suspension and other requested information. Click 'Next' to continue.



3. If the reason for suspension is anything other than 'Permanently discontinued', you will be asked to provide additional information before the certification step. Otherwise, you will be asked to certify your suspension request.

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4. Click on 'Submit' to certify your request.



5. A confirmation of your request will be displayed.

